

INSTRUCTIONS FOR RUNNING THE GPRA "QUARTERLY" REPORT

These instructions provide specific information about the menu options you must choose in order to generate the correct output for this reporting requirement. (Please note that you will not be able to generate this report unless you have installed CRS Version 5.0 Patch 1.)

To run your GPRA "quarterly" report:

1. At the IHS/RPMS Clinical Reporting System menu, select **CI05** (CRS 2005).

```
*****
**      IHS/RPMS CRS 2005      **
**  Clinical Reporting System  **
*****
          Version 5.0

          DEMO SITE

C105    CRS 2005 ...
GP04    GPRA+ FY04...
GP03    GPRA+ FY03...
GP02    GPRA+ FY02...
TAX     Taxonomy Setup...

Select IHS Clinical Reporting System (CRS) Option: CI05 CRS 2005
```

2. At the CRS Reports Menu, select **RPT** (Reports).

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*****
**      IHS/RPMS CRS 2005      **
**  Clinical Reporting System  **
*****
          Version 5.0

          DEMO SITE

RPT     Reports ...
SET     System Setup ...
AO      Area Options ...

Select CRS 2005 Option: RPT Reports
```

3. At the Reports Menu, select **NTL** (National GPRA Reports).

```
*****
**      IHS/RPMS CRS 2005      **
**      Reports Menu          **
*****
Version 5.0

DEMO SITE

NTL    National GPRA Reports ...
LOC    Reports for Local Use: IHS Clinical Indicators ...
OTH    Other National Reports ...

Select Reports Option: NTL National GPRA Reports
```

4. At the National GPRA Reports menu, select **GP** (National GPRA Report).

```
*****
**      IHS/RPMS CRS 2005      **
**      National GPRA Reports  **
*****
Version 5.0

CROW HO

GP      National GPRA Report
LST     National GPRA Report Patient List

Select National GPRA Reports Option: GP National GPRA Report
```

5. At the next screen, if the message is The following taxonomies are missing or have no entries, you can exit by typing a (^) at any prompt until you return to the main menu; follow the directions for taxonomy setup in the CRS User Manual. If the message All taxonomies are present appears, press [ENTER](#).

IHS 2005 National GPRA Report

This will produce a National GPRA report for a year period you specify. You will be asked to provide the Community taxonomy to determine which patients will be included. This report will be run for the time period July 1, 2004 through June 30, 2005 with a baseline period of July 1, 1999 through June 30, 2000. This report will include beneficiary population of American Indian/Alaska Native only.

You can choose to export this data to the Area office. If you answer yes at the export prompt, a report will be produced in export format for the Area Office to use in Area aggregated data. Depending on site specific configuration, the export file will either be automatically transmitted directly to the Area or the site will have to send the file manually.

Checking for Taxonomies to support the National GPRA Report...

All taxonomies are present.

End of taxonomy check. PRESS [ENTER](#):

6. Type the name of your community taxonomy.(If you don't know the community taxonomy, type two question marks (??) to see the entire list; for GPRA reporting purposes, the community should be the same as the site CHSDA, except in Oklahoma.) BG0502

7. Type Y at the "Do you wish to export this data to Area?" prompt.

Specify the community taxonomy to determine which patients will be included in the report. You should have created this taxonomy using QMAN or the Taxonomy Setup option.

Enter the Name of the Community Taxonomy: GPRA Community

Your HOME location is defined in Site Parameters as: HOME asufac: 404295

Do you wish to export this data to Area? // YES

8. At the next prompt, you can select either D or B, depending on your Area preference.

SUMMARY OF NATIONAL GPRA REPORT TO BE GENERATED

The date ranges for this report are:

Reporting Period:	Jul 01, 2004 to Jun 30, 2005
Previous Year Period:	Jul 01, 2003 to Jun 30, 2004
Baseline Period:	Jul 01, 1999 to Jun 30, 2000

The COMMUNITY Taxonomy to be used is:

The HOME location is: HOME 404295

Please choose an output type. For an explanation of the delimited file please see the user manual.

Select one of the following:

P	Print Report on Printer or Screen
D	Create Delimited output file (for use in Excel)
B	Both a Printed Report and Delimited File

Select an Output Option: P// B Both a Printed Report and Delimited File

DEVICE: HOME// 0;P-OTHER80 VT Right Margin: 80//

9. Select output type: S// **FILE** - delimited output will be written to a file in pub

You have selected to create a delimited output file. You can have this output file created as a text file in the pub directory OR you can have the delimited output display on your screen so that you can do a file capture. Keep in mind that if you choose to do a screen capture you CANNOT Queue your report to run in the background!!

Select one of the following:

S SCREEN - delimited output will display on screen for capture
F FILE - delimited output will be written to a file in pub

Select output type: S// **f** FILE - delimited output will be written to a file in pub. Enter a filename for the delimited output (no more than 40 characters): **DemoHosp0502**

When the report is finished your delimited output will be found in the D:\PUB directory. The file name will be DemoHosp0502.txt

NOTE: When you select Y at Export, the CRS software will automatically create a file that begins with "BG05" in the PUB directory. This file is different from any files you may create, such as a delimited file. You will need to transmit this file to your Area Office for inclusion in the Area Aggregate report.